California Special Education Management Information System
CASEMIS FAQ

Merge Problem

Question: When merging a file, an error occurs when the Merge button is pressed. Why?

Answer: When operating on a network, the user installing the software onto a workstation MUST have Administration level 'rights' to load the CASEMIS software. This is due to the requirement that the software writes files to files referred to as the 'registry'. If you do not have the user privilege that is 'high enough', when you install the software you should receive an error to the effect of 'entries not written to the registry'. The installation program will allow you to continue, and the program will run, however the Merge Error will result, as may other seemingly bizarre problems.

A second reason for the problem is that the filename length is over 8 characters long. We have found that this function requires a file name that is no longer than 8 characters in length AND cannot contain spaces.

Certification Page Signature Block

Question: When I print/view the Certification page, I see the wrong name in the Authorized Signature area, how can I change it?

Answer: To change the name information, go to the 'Alpha Menu' and select Data Entry option and select NameInfo to Edit. You will see the areas to edit and type in the information specific to your SELPA. Press the Exit key when completed and your entry is saved.

Warnings for Overdue IEP/Eval count

Question: The number of warnings for the Overdue IEP/Evals don't match the counts in the report section for Overdue IEP/Evals. Why?

Answer: There was an entry left out of Verification process counting procedure pertaining to the Overdue IEP/Eval counts. This has been corrected in version 'b' of the December 2001 software.

Infant Services Errors

Question: Why am I receiving the error E-777 INFANT SERVICE CODE 21,22,23 NOT FOUND? What does this mean?

Answer: For the CDE Fiscal Allocations (regarding infants), this information is required in order to disburse correct entitlements to the districts according to the infants they serve. Refer to field B-5 (Infant Table Services) The first record in the Infant Services Data Table MUST contain codes 21, or 22, or 23.

Problems Regarding .CSV or .TXT file conversion

Question: When I extract my .TXT file into the CASEMIS system, I see that only a certain number of records were extracted, but not all of them. Why?

California Special Education Management Information System
CASEMIS FAQ

Answer: In an effort to simplify the extraction process and reduce errors, the CASEMIS software now examines several data fields during Extraction. For the December 2001 process, if the student record contains an Exit_Date that is before 12/01/2001, OR if the Entry_Date is after 12/01/2001, OR if the Rept_Date is NOT 12/01/2001 then that particular student record will NOT be extracted. This process aids the user in reducing a tremendous amount of errors due to improper entries in these 3 fields.

Question: After I Extract and Verify my .TXT file, I'm getting at least one error for every single record, and many times, more than one error per record. Why?

Answer: The problem is probably within the .TXT file. There could be several reasons this is happening. Your .TXT file can be viewed through an editor like WordPad. You can then use this to check for the following problems:
1. This file is a 'fixed length' file that is space delimited. If you don't have the proper entry in each 'fixed length space' that it belongs, then your data will be loaded into CASEMIS in whatever order it is found. This can result in some extremely bizarre entries when you view the contents through the Edit features of this software.
2. The file has special characters (non-alpha or numeric) in some of the positions.
3. The date context for a .TXT file is required to be year 2000 compliant. When you view your .TXT file from an editor (such as wordpad) each date entry must be in a CCYYMMDD entry (i.e. December 1, 2001 will be 20011201).

Question: When I extract my .CSV file into the CASEMIS system, my result is one student less than my original count, but no indications as to the reason. Why?

Answer: This is most likely due to a problem with your .CSV format. The first entry in this type of format is assumed to be a 'header record'. CASEMIS ignores this entry and begins processing the second record as if that is the beginning point of your file. To correct this problem, open the .CSV file and insert a blank entry into the first line.